



TECHNOLOGY COORDINATOR MANUAL

2026–2027 WY-TOPP & WY-ALT



WY-TOPP & WY-ALT Contact Information

For Questions About	Who to Contact	Contact Information and Resources
• Technology, including LaunchPad, ADAM and TestNav • WY-TOPP and WY-ALT Test Administrations • Test Materials	Pearson Support	Website: http://wy.mypearsonsupport.com Telephone: (888) 293-0318 Hours: 6:00 a.m. - 6:00 p.m. (CST)
• WY-TOPP and WY-ALT Test Policy • Test Security • Testing Irregularities	Wyoming Department of Education (WDE)	Telephone: 307-777-7675 Hours: 8:00 a.m.–5:00 p.m. MT

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System Reference

Platform/System	Contact Information and Resources
LaunchPad	LaunchPad is the conduit between educators and applications including ADAM and Navvy. Roster data imports into LaunchPad and flows to connected platforms.
ADAM	ADAM (Assessment Delivery and Management) is the platform for administrations, accommodations, proctor groups, status monitoring, accountability codes, session review tasks and reporting. ADAM is accessed through LaunchPad.
TestNav	TestNav is the platform used by students that is secure, reliable, scalable, and supports media-rich and technology-enhanced items. The TestNav App needs to be installed on testing devices.
Wyoming Assessment Portal	The Wyoming Assessment Portal is a site for district and school staff to acquire comprehensive knowledge on setting up and administering WY-TOPP and WY-ALT assessments.
WDE Assessment Training site	The WDE Assessment Training site provides access to assigned assessment training modules and related training resources.

1.0 Overview

This manual covers technology setup and support for two Wyoming statewide assessment programs: the **Wyoming Test of Proficiency and Progress (WY-TOPP)** and the **Wyoming Alternate Assessment (WY-ALT)**.

1.1 About This Manual

This manual provides technical guidance for district and school technology coordinators supporting WY-TOPP and WY-ALT administrations. It focuses on the technology infrastructure, device readiness, network configuration, installation, validation, and troubleshooting activities required for successful online testing using LaunchPad, ADAM, and TestNav.

Role References: Unless otherwise noted, references to Building Coordinators (BCs) in this manual also apply to Remote Proctor Coordinators (RPCs). References to Proctors also apply to Remote Proctors.

1.2 Test Security

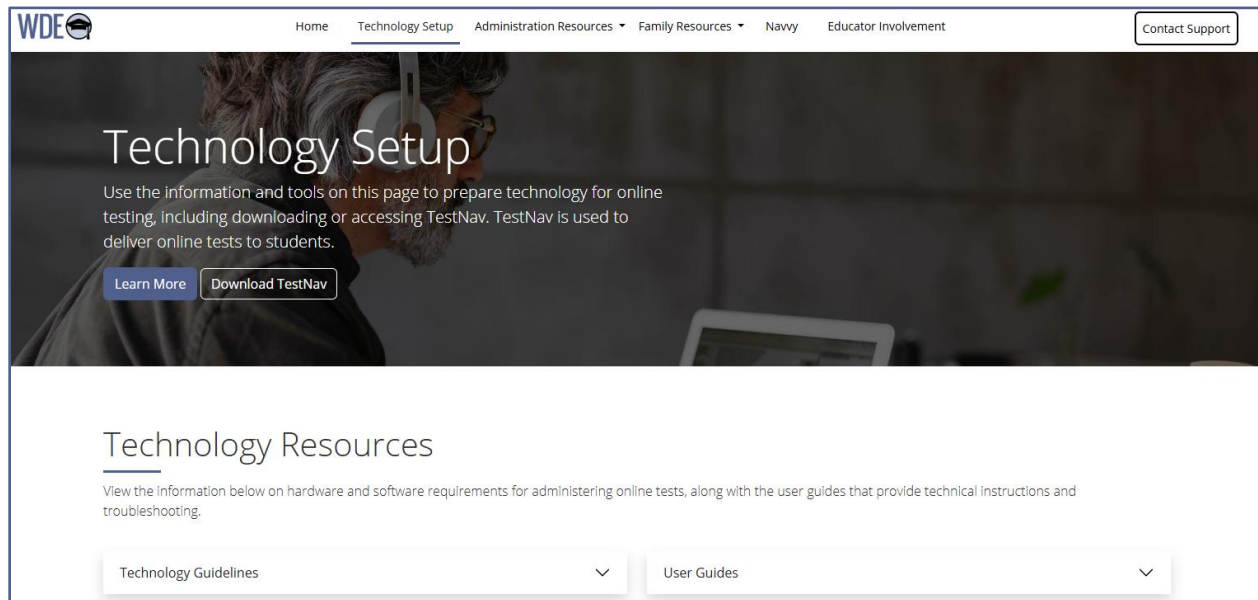
Wyoming's *Assessment Security Guide* provides policy direction for administering WY-TOPP and WY-ALT. All staff members involved in the administration of the WY-TOPP and WY-ALT assessments must read the *Assessment Security Guide* and sign the *Test Security Agreement Form*. The *Assessment Security Guide* and *Test Security Agreement Form* are viewable at the [Wyoming Assessment Portal](#), located under **Administration Resources > Assessment Resources**.

1.3 Technology Coordinator Training

Technology Coordinators must complete the WY-TOPP & WY-ALT Information Technology Coordinator Training. The Technology Coordinator Training can be located at [Wyoming Assessment Portal](#), located under **Administration Resources > Training**.

2.0 Technology Setup

Review resources available for preparing for testing, including the technology set-up page available on <http://wy.mypearsonsupport.com>.



2.1 Network Requirements and Guidelines

The [TestNav Network Requirements and Guidelines](#) provide technical guidance for configuring and validating the network environment used for online testing. These guidelines help technology coordinators prepare their district and school infrastructure by reviewing areas such as bandwidth capacity, wireless readiness, firewall and proxy configurations, content filtering, and overall connectivity needed to support TestNav testing sessions.

2.2 Student Testing Devices

One of the Technology Coordinator's primary responsibilities is identifying the devices that will be used for online testing and ensuring those devices are properly prepared for use with TestNav. Before testing, districts and schools should inventory all student testing devices and verify that each device meets the current [TestNav System Requirements](#). Always use the current Pearson TestNav System Requirements and Network Requirements and Guidelines as the authoritative source. Do not rely on a prior year device list without checking for updates.

Follow these steps to install TestNav on student testing devices:

1. Identify student testing devices and ensure they meet the [TestNav System Requirements](#).
2. [Download TestNav](#).
3. [Install TestNav and Complete device-specific setup](#).
4. [Run App Check](#) (Method 1, for ADAM)
 - a. Confirm kiosk mode readiness.
 - b. Confirm connectivity and blocked-app status.
 - c. Resolve issues and rerun App Check.

2.3 Run Preliminary System Test

It is recommended that all schools run a Preliminary System Test prior to testing. A Preliminary System Test is a small-scale Infrastructure Trial during which several technology or other school staff members sign into TestNav (instead of students) and click through a practice test. Conducting a Preliminary System Test will help ensure that secure test content will be accessed on test day, that local device security settings are correct, and that TestNav can run successfully on student devices.

To verify a testing device can connect to the TestNav App and launch a test in Kiosk mode (requirement for both Interim and Summative testing), follow these steps:

1. Open the TestNav App
2. Choose the Wyoming Tile
3. Enter the Kiosk Validation Test Code: **VUYJF7**

Perform System Test

Staff can use the Kiosk Validation Test Code to login to TestNav and take a practice test. Take note of any issues that arise, including TestNav error codes.

After the Preliminary System Test, debrief with your testing team. Contact Pearson Support or set up a **Field Services Engineering Office Hours** meeting. This option schedules one-on-one support from Pearson's support specialists (i.e., Field Services Engineering). Technology coordinators may schedule a 15-, 30-, or 60-minute phone meeting with the Field Services Engineering team for "office hours" support. Field Services Engineering Office Hours scheduling is available at the [Wyoming Assessment Portal](#), located at the bottom of the **Technology Setup** page.

3.0 Troubleshooting

Occasionally, students encounter errors during an online test. You can address some common issues by correcting an aspect of your test environment. Other issues require additional investigation. You can review Connectivity/Save warnings, TestNav error codes and their possible causes, as well as additional instructions should you need to call Pearson Support. Review the [Troubleshooting](#) resources, including possible [Error Code](#).

The DTC must follow **Section 2: Detection of Irregularities, Reporting Irregularities** section of the *Assessment Security Guide*. The *Assessment Security Guide* is viewable at the [Wyoming Assessment Portal](#), located under **Administration Resources >Assessment Resources**.

Technology Irregularities During Testing

If during testing, a student alerts a Proctor to a possible unanswerable or misprinted test item, use the following steps:

- If the issue being experienced is with a particular item, the Proctor should instruct the student to bookmark the item and continue testing. At the end of testing, the Proctor should try to troubleshoot the issue with the remaining item by contacting their Technology Coordinator and BC. If troubleshooting does not resolve the issue, the Technology Coordinator, or BC should call Pearson Support to report the issue. **Note:** Multi-section tests, make sure to troubleshoot any concerns from the previous section of the test before moving on to the section of the test.
- If a timely solution cannot be found, the Proctor should: Instruct the student to proceed with the test.
- Proctors should note the content area, grade level, form ID, item number, test format, and a brief description of the issue. The Proctor or BC should then complete the Session Review in the Proctor Dashboard. Actual wording from the assessment items should never be included either verbally or in writing.

Remember, school personnel may **not** read or review WY-TOPP or WY-ALT test items [Exception: Accommodations that require review of items].